



**Arizona Department of Health Services
Office for Children with Special Health Care Needs
Integrated Services Grant**



**ISG-Adolescent Health Community Advisory Group
November 14, 2006
Meeting Minutes**

Attendees: Dr. Karla Birkholz, MD; Oly Cowles, Dr. Traci Lombard, Barbara Olson, Karen Kuhfuss, Leslie Walker, and Beverly Plonski-Fuqua

Guests: Jane Pearson and Betsy Wraight

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
Welcome, Introductions	Beverly	Introductions took place.	
October 10, 2006 Minutes	Beverly	No corrections. Minutes accepted.	
Committee Status Update Report for Task Force	Beverly	Draft Committee Status Update Report for ISG Task Force was reviewed. No suggested changes and/or additions.	Dr. Birkholz will present the report to the ISG Task Force, tomorrow, November 15, 2006.
Update on Materials and other Hand Outs	Beverly	Revisions made to the www.azis.gov/adolescent-health-committee.htm web page. Reference documents are also stand-alones as well as incorporated in the appropriate by month entries. Resources: Adolescent Health Care 101: The Basics—CA Edition from the Adolescent Health Working Group web page (http://ahwg.net) List of Web Sites and Adolescent Health Care References created by Barbara Olson. Home Webpage from the Public Policy Analysis & Education Center from the University of California, San Francisco that list a few documents, such as: The Health Status of Young Adults in the U.S. (2006). (http://policy.ucsf.edu).	
Discussion of Grant Funding	Jane Pearson All Jane	The efforts of the committee are both ambitious and comprehensive. In looking for funding, it would probably be best to present the overall outcome/objective of the project followed by the individual, integrated components/deliverables that it will take to achieve the	

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
	All	<p>outcome/objective. This way the potential funder (s) can see the progression of the activities that lead to the overall objectives. They can also decide if they would be able to fund the entire project or parts of the project.</p> <p>In determining what steps will need to be taken, first decide what the outcome will be, such as: “Primary Care Providers will have the tools and skills available to them and they will use the tools.”</p> <p>Some possible steps might be:</p> <ul style="list-style-type: none"> • The development of the content and materials for the tools. • Determining how Primary Care Providers will obtain these tools. Self-Learning, Face-to-Face training? • Determining the vehicle to move things forward, such as a Web Site 	
	Jane All	<p>Staff: What does the project need? A Project Coordinator? Someone who can take on some of the tasks, oversee all the tasks and obtain outside consultants to do specialty tasks.</p> <p>Hours: How many hours are needed—keeping in mind that some weeks may require more hours than others. 15-20 hours? Might want to get quotes.</p> <p>Audience: Ultimately, there will be three audiences that the information will need to be geared for: the Primary Care Providers, Parents and Adolescents.</p>	Karen and Beverly will contact Pat VanMaanen and explain the project and ask for a quote
Distant Learning	Betsy Wraight	<p>Distance Learning can be incorporated into the web site. Using the Consent and Confidentiality document as an example, the Tutorial format would be a good method to use. (Descriptive sheet on Tutorials were handed out).</p> <p>When deciding on the materials you want provided, you will need to consider the cost involved. In comparing Classroom Development to Online Development the following is an estimate of costs: Classroom: for each hour of instruction you can plan on 20-40 hours of prep time at an estimated cost range of \$50-\$125 per hour.</p>	

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
		<p>Online: for each hour of instruction you can plan on 75-450 hours of prep time at an estimated cost range of \$75-\$125 per hour. (Sample Comparison sheet handed out).</p> <p>It is advisable that an E-Learning Needs Analysis be done. (E-Learning Needs Analysis Form handed out).</p> <p>When planning a distance learning activity, it is good to also develop alternative forms of providing the training and/or educational information for those people that do not have the technology for distance learning.</p>	
Next Regularly Scheduled Meeting		December 12, 2006 5:30pm – 7:30pm , at the Best Western Central Phoenix Inn on Central Ave.	